

Minutes of the December 19, 2015 ISARC Board Meeting

Meeting was called to order by Chair Kim Gotte at 10:05 am. In attendance were Board Members Kim Gotte, Allen Matza, Doug Orr, Vicki Maish, Mark Molleck, and Ralph Kuchenbrod.

Immediate action taken:

- Chair Gotte explained that it was necessary to remove Michael Thorne from the ISARC board of directors as he is no longer affiliated with an ISARC-member agency. Kim Gotte moved to remove Michael Thorne from the board of directors, Allen Matza seconded. Motion passed. Chair Gotte will inform Mr. Thorne of his removal by registered letter.
- Discussion was held concerning whether GSAR classes taught under the auspices of ISARC should be limited only to individuals affiliated with member agencies (i.e., not open to the general public). Since ISARC does not perform background checks on persons taking our courses the major concern is that someone with a criminal background could take a GSAR class and ultimately participate in searches. ISARC could be held liable if someone with a criminal background participated in a search by using an ISARC certificate as a qualifying credential. Mark Molleck moved that all people taking ISARC GSAR training must be affiliated with a qualified agency and members of the general public will not be allowed to attend. Allen Matza seconded. Motion passed. Chair Gotte will put this information on the ISARC website and inform all lead instructors.

Approval of Minutes: Minutes of the October 10, 2015 board meeting were approved.

Treasurer's Report:

- It was reported that our current checking account balance at US Bank is \$1183.25, checking account balance at Busey is \$15,250.94, US Bank savings account is \$510. 50.
- The treasurer asked to purchase two "For Deposit Only" stamps and a file organizer. He asked about a possible petty cash funds account to purchase such items. The board decided to allow the treasurer to purchase office items as he sees fit and turn in the receipts for reimbursement.
- It was decided to email ISARC dues statements to the member agencies.
- Discussion was held whether to extend the deadline for annual dues payments. Mark Molleck moved that the due date for 2016 annual dues be moved to March 1, 2016 and a late fee of 25% be assessed to agencies after April 1, 2016 (Total of \$62.50). Vicki Maish seconded. Motion passed.
- Board members were reminded that new agencies only had to pay \$25 annual dues for that year if they join after July 1st.
- The treasurer reported that no action has been taken towards purchasing a laptop computer for the treasurer's use. Discussion was held concerning also purchasing a laptop computer for the merchandise committee to track sales and inventory. Doug Orr moved that ISARC purchase an additional laptop computer for use by the merchandise committee. Mark Molleck seconded. Motion passed. Doug Orr will make the purchases. Note: authorization to purchase a laptop computer for the treasurer's use was previously approved.
- Discussion was held concerning the cost of annual dues to ISARC. Doug Orr moved that the annual dues to member agencies remain at \$50.00 per year. Vicki Maish seconded. Motion passed.

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- The treasurer reported that there is \$1361.06 in the ISARC PayPal account. He felt there was no reason to keep a large balance in that account and will remove all but about \$100 and deposit the balance in our bank account.
- Vicki Maish moved that the treasurer's report be accepted. Allen Matza seconded. Motion passed.

Old Business

- Discussion was held concerning the 2015 ISARC conference. Profit/loss information is not yet available. Chair Gotte reported that eleven people successfully completed the Ham-In-A-Day class and received their Amateur Radio Technician Licenses. It was also reported that there were about 90 total attendees including a few walk-ins. Chair Gotte reported that the venue is not available in 2016 during the same weekend as 2015.
- Doug Orr reported he attended the IEMA conference. Though sales of ISARC merchandise was not very successful he reported that it was an excellent conference to network.
- Chair Gotte reported she attended the Civil Air Patrol Conference and that it went well.
- It was reported that there are a large number of "LKP" t-shirts leftover from the 2015 ISARC conference. Discussion was held about trying to sell them at a discounted price, that idea was discouraged. Chair Gotte reported that she will list them for sale on the ISARC website and on ISARC's Facebook page at the original price of \$10.00 each.

New Business

Committees

- Discussion was held concerning ISARC's committees. Chair Gotte reported that the newsletter will be going out in the next two weeks with a request for members to join our various committees.
- It was reported that the annual conference committee will be made up of people from member agencies. Only one board member will serve on the conference committee and act as oversight.
- Chair Gotte distributed a document to all board members expressing her thoughts regarding the current state of the ISARC committees and her ideas of how to make them more effective. Each board was encouraged to read the document and share their thoughts with the other board members.
- Chair Gotte said she needs articles for the newsletter.

Mobile Support Team

- Chair Gotte reported she has been participating in many conversations regarding ISARC becoming a mobile support team for IEMA. Items that must be addressed are: Training (providing documented proof); mutual aid agreements; background checks on personnel; continuing education (members must attend 50% of training events).

501(c)3 Update

- Chair Gotte reported that she believes all of the paperwork necessary for ISARC to obtain 501(c)3 status will be submitted by June 1, 2016. She also stated that the board of directors will serve as the executive committee when ISARC achieves not-for-profit status.

2016 conference

- Discussion was held concerning the scheduling of the 2016 ISARC conference. A thought to consider is scheduling the conference for the weekend of September 25-27, 2016 to make it easier for canine handlers traveling home after a canine SAR event the previous week in Wisconsin.
- It was also discussed offering an Amateur Radio General License class at the 2016 conference.

Discussion Points from Allen Matza

- Discussion was held to divide up the call-ins on the ISARC telephone line. It was suggested to assign Kim and Allen to the calls requesting agency assistance and the other four members taking the calls requesting information.
- The board members were encouraged to answer any email correspondence they feel they are qualified to answer.
- Discussion was held concerning filling the vacancy left by Michael Thorne. It was noted that the bylaws do not address filling vacancies. It was decided to amend the bylaws to include provisions for filling board vacancies. Doug Orr moved that the following bylaw amendment be added to Article V as Section 1. D. 3.:

Vacancies on the board of directors shall exist on the death, resignation, or removal of any director and whenever the number of authorized directors is increased.

Any director may resign effective upon giving written notice to the chairperson of the board, the secretary of the board, or board of directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the organization would be left without a duly elected director or directors in charge of its affairs, except upon notice to the office of the attorney general or other appropriate agency of this state.

Unless otherwise prohibited by the articles of incorporation, these bylaws or provisions of law, vacancies on the board may be filled by approval of the board of directors. Vacancies on the board of directors shall be filled by a member of an ISARC member agency in good standing. Preference should be given to representatives of the ISARC region whose position has been vacated and who has previously demonstrated a desire to serve on the board by accepting a previous nomination.

If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the directors then in office or by a sole remaining

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director. A person elected to fill a vacancy on the board shall hold office until the remainder of the vacant term is complete or until his or her death, resignation, or removal from office. Allen Matza seconded. Motion passed. Chair Gotte reported that she would amend the bylaws to reflect the addition.

A tentative schedule of board of director meetings was proposed: February 20, April 23, June 4, August 6, ISARC conference (tentatively September 23-25), and December 3. Mark Molleck reported that the board could continue to use the facilities at 301 N. Maxwell Road, Peoria, Illinois.

Meeting was adjourned at 1:43 pm.

Respectfully submitted 19DEC2015 _____

Ralph Kuchenbrod, ISARC Secretary